



Conejo Recreation & Park District

GENERAL MANAGER
Jim Friedl

BOARD OF DIRECTORS
Doug Nickles, Chair
Nellie Cusworth, Vice Chair
Chuck Huffer, Director
Marissa Buss, Director
Ashley Orozco, Director

DATE: November 6, 2025

TO: Board of Directors

FROM: Jim Friedl, General Manager

SUBJECT: Thousand Oaks Rotary Club Chili Cook-Off and Craft Brew Festival – 2026 Annual Agreement and Permit Conditions, Conejo Creek Park

RECOMMENDATION

1. Determine that the Thousand Oaks Rotary Club Chili Cook-Off and Craft Brew Festival (CHILI COOK-OFF) for 2026 is categorically exempt from the California Environmental Quality Act (CEQA).
2. Authorize the General Manager to execute the CHILI COOK-OFF Agreement for 2026.

CEQA COMPLIANCE

For the Board's consideration and approval, District staff believes the event qualifies for a Class 23 Categorical Exemption, pursuant to Section 15323 of the CEQA Guidelines. Class 23 exemptions include normal operations of existing facilities for public gatherings for which the facilities were designed, where there is a past history of the facility being used for the same or similar kind of purpose. In this instance, the facilities at the Conejo Creek Complex, specifically the event at Conejo Creek North and parking at Conejo Creek South, Conejo Creek West, and Conejo Creek Northwest, were designed to hold large-scale community-wide events and parking for such events.

The facilities have been used in various combinations, including all of them together, to support similar size events (historical data gathered from Placer.ai (visitation software), newspaper reports, self-reporting, and staff estimates - see the following Historical Large Event Visitation Table which includes Conejo Valley Days, CHILI COOK-OFF, Persian New Year, Arbor Earth Day, Bark in the Park, and Wild Oaks / Oakheart Country Music Festival. CHILI COOK-OFF as proposed, fits within the scope and scale of these traditional and annual large-scale community events.

ADMINISTRATIVE OFFICES

📍 403 West Hillcrest Drive, Thousand Oaks, CA 91360-4223
☎ 805-495-6471 | 📠 805-497-3199 | ✉ parks@crpd.org | 🌐 www.crpdp.org

HISTORICAL LARGE EVENT VISITATION

Event	2025*	2024*	2023*	2022*	Pre 2020
Conejo Valley Days (10 days)	29.4K	35.2K	41.1K	60.5K	10-72.6K
Chili Cook-Off	10K	12K	10K	12.2K	5-7K
Persian New Year	3K	n/a	6.8K	4.8K	8-10K
Arbor Earth Day	2.8K	2.9K	n/a	n/a	5K
Bark in the Park	2.8K	3.9K	4.2K	4.1K	3K
Wild Oaks / Oakheart Country Music Festival	d/o	d/o	9.6K	d/o	8-12K

*Data provided by Placer.ai

n/a denotes no data available for that year

d/o denotes the event did not occur that year

Thus, based on the foregoing, staff finds and recommends the board determine that the CHILI COOK-OFF is a usual community event and that there are no “unusual circumstances” presented by the event as proposed which would affect the determination that CHILI COOK-OFF qualifies for a categorical exemption.

DISCUSSION

In an effort to balance the potential impact to the significant landscaping and capital improvements to the park site with the overall community benefit of the CHILI COOK-OFF, and balancing resident input with CHILI COOK-OFF requests, staff has communicated with CHILI COOK-OFF representatives to discuss the Annual Agreement and Permit Conditions for 2026 CHILI COOK-OFF (Exhibit 2). The goal of the discussions was to provide a venue at a reasonable fee while minimizing damage and downtime at the site.

The attached 2026 CHILI COOK-OFF Agreement and Permit Conditions are substantially similar to the previous year’s agreements. Highlights from the 2026 CHILI COOK-OFF Agreement and Permit Conditions include:

- Event to be conducted at Conejo Creek North on Sunday, May 3, 2026, and open to the public from 11:00am to 5:00pm.
- Additional parking will be available at Conejo Creek South.
- Payment to the District is a total of \$4,475 as follows:
 - \$450 per day at Conejo Creek North (one day/non-exclusive) for initial set-up and preparation the day before the event,
 - \$3,200 per day at Conejo Creek North (one day),
 - \$825 per day for parking at Conejo Creek South (one day),

Staff recommends executing the 2026 CHILI COOK-OFF Agreement as the community derives a benefit from this well-run and organized event; last year, the event generated nearly \$62,000 for various Rotary charities.

STRATEGIC PLAN COMPLIANCE

Meets 2025 Strategic Plan Goal 4.5: Build, maintain, and support relationships with local organizations engaged in activities consistent with the District's mission. Look for collaborative opportunities to expand services and fill unmet needs.

Respectfully submitted by,



Andrew J. Mooney, Director
Parks & Planning

Attachments

THOUSAND OAKS ROTARY CLUB
CHILI COOK-OFF AND CRAFT BREW FESTIVAL AGREEMENT 2026

This Agreement is entered into by and between THOUSAND OAKS ROTARY, a non-profit organization, hereinafter referred to as "ROTARY," and the CONEJO RECREATION AND PARK DISTRICT, hereinafter referred to as "DISTRICT."

WITNESSETH:

WHEREAS, the ROTARY desires to utilize a portion of that certain real property owned and controlled by the DISTRICT, which property is referred to as approximately 76 acres including: Conejo Creek North (44 acres) and parking at Conejo Creek Park South (32 acres), hereinafter referred to as "Premises" for the purpose of conducting a community celebration known as Thousand Oaks Rotary Club Chili Cook-Off and Craft Brew Festival, and

WHEREAS, the DISTRICT desires to allow ROTARY to use the subject premises for the purpose of conducting the Thousand Oaks Rotary Club Chili Cook-Off and Craft Brew Festival celebration.

NOW, THEREFORE, in consideration of the foregoing recitals and the mutual covenants contained herein, it is agreed as follows:

1. Subject to this Agreement, the DISTRICT will grant a permit to the ROTARY, subject to certain conditions and review and approval of the DISTRICT Board of Directors, for the right and privilege to enter the subject premises. For Conejo Creek South, the right and privilege shall be exclusive in the designated parking areas from 8:00am to 10:00pm on the day of the event. With respect to Conejo Creek North on Saturday, May 2, 2026, the right and privilege to enter shall be non-exclusive from 5:00pm to 10:00pm. With respect to Conejo Creek North on Sunday, May 3, 2026, the right and privilege shall be exclusive (except as specified in the attached conditions) from 7:00am to 9:00pm. These times and dates are known collectively as the usage period.

The usage period is intended to include one (1) day for the Thousand Oaks Rotary Club Chili Cook-Off and Craft Brew Festival celebration and one (1) day for preliminary set-up and preparation activities to take place at Conejo Creek North. Additional set-up and preparation before the event, and trash & debris clean-up and removal of all personal property from the site shall all occur on the same day of the event.

The request for the exclusive use period shall be designated each year by written notice from the ROTARY to the DISTRICT to be delivered at least one hundred and eighty (180) days prior to the date on which the ROTARY intends to commence its right and privilege.

2. The ROTARY shall have the right to use the premises during the designated usage period for the purpose of preparation for and conducting the annual Thousand Oaks Rotary Club Chili Cook-Off and Craft Brew Festival celebration (preliminary layout to be provided 90 days prior to the event), which includes, but is not limited to, live entertainment, exhibition tents, vendor tents, chili cook-off booths, car show, and parking vehicles in designated locations for those attending. The ROTARY shall not expand the contemplated activities or events conducted on the premises without making such a request in writing and receiving the prior written approval of the DISTRICT. The rules and regulations by which the activities of the Thousand Oaks Rotary Club Chili Cook-Off

and Craft Brew Festival are to be conducted shall be within the exclusive discretion of the ROTARY, subject to the provisions of paragraph 5 of this Agreement and Permit Conditions.

DISTRICT has the right to provide and display a sponsorship banner during the event. The DISTRICT and ROTARY shall mutually agree on the sponsorship banner text, size, and location.

The ROTARY shall comply with conditions during its use of the premises as per Exhibit A.

3. The ROTARY acknowledges that it has inspected the premises and accepts the same “as is” and further acknowledges that it will inspect the premises each year prior to making its written request naming the specific usage period and indicating in said written request that the premises are accepted in an “as is” condition.

At the conclusion of the Thousand Oaks Rotary Club Chili Cook-Off and Craft Brew Festival events, and the same day as the conclusion of the Thousand Oaks Rotary Club Chili Cook-Off and Craft Brew Festival celebration, the ROTARY agrees to leave the premises in as good a condition as when received. It shall remove all structures, materials, equipment, and trash that result from the Thousand Oaks Rotary Club Chili Cook-Off and Craft Brew Festival celebration from the premises and shall otherwise restore the premises as necessary to place them in the same condition as when received.

4. The ROTARY shall not attempt to cause any permanent improvement to the property in any way without the prior written consent of the DISTRICT. Any permanent improvement shall have a separate agreement between the parties, with each separate agreement specifying the details of said improvement, including, but not limited to, the location and who shall be responsible for the costs, maintenance, and insurance of said improvement.
5. The ROTARY and its agents and employees shall, in their usage of the property, comply with all government ordinances, orders, policies, and regulations with respect to all activities on the premises.

ROTARY and its agents and employees shall be solely responsible for reviewing and ensuring compliance with all applicable public health rules, regulations, orders, and/or guidance in effect at the time of the use of the subject premises, including, but not limited to, physical distancing, limits on the size of gatherings, use of appropriate sanitation practices, etc.

Updated information regarding such guidelines is readily available at the following websites:

[Ventura County Emergency Information](#)
[California Department of Public Health - COVID-19](#)
[Center for Disease Control and Prevention](#)

Lack of compliance by ROTARY may be considered a breach of this contract, and the General Manager or his designee may revoke the permit; the appeal of such revocation may be made by ROTARY to the Board of Directors.

6. The ROTARY shall, at all times during the usage period, maintain at its own cost and expense Public Liability insurance covering liability for bodily injury, personal injury, death, and property damage. The DISTRICT, Conejo Valley Unified School District (CVUSD), and City of Thousand Oaks (CITY) shall be named as additional insureds,

and each entity shall receive a copy of the Certificate of Liability Insurance and Additional Insured Endorsement naming them additional insureds thirty (30) days prior to the event if obtainable, and if not obtainable, the ROTARY and/or DISTRICT may cancel the Thousand Oaks Rotary Club Chili Cook-Off and Craft Brew Festival celebration. The amount of insurance coverage shall be \$2,000,000 per occurrence and \$5,000,000 aggregate, or for limits mutually agreed to by the parties at least ninety (90) days prior to the event.

7. ROTARY shall indemnify, defend, and hold harmless DISTRICT, CVUSD, and CITY, its officers, employees, volunteers, and agents from any and all losses, costs, expenses, claims, liabilities, actions, or damages, including liability for injuries to any person or persons or damage to property arising at any time out of or in any way related to ROTARY’s performance of its obligations of this Agreement unless solely caused by the gross negligence or willful misconduct of DISTRICT, CVUSD, and CITY, its officers, employees, or agents. Should DISTRICT, CVUSD, and CITY, or its elected officials, employees, volunteers, or agents, be named in any suit, or should any claim be against it, or any of its elected officials, employees, volunteers, or agents, by suit or otherwise, whether the same be groundless or not, arising out of the performance of ROTARY of its obligations of this Agreement, ROTARY will defend DISTRICT, CVUSD, and CITY (with counsel satisfactory to DISTRICT, CVUSD, and CITY), and its elected officials, employees, volunteers, and agents, and will indemnify them for any judgment rendered against them or any sums paid out in settlement or otherwise. All parties contracted with ROTARY for the event who have their own insurance shall be required to name the DISTRICT, CVUSD, and CITY as additional insureds.

8. The ROTARY shall pay the DISTRICT:

Fee Description	Per Day or Portion Thereof Amount	Days	Total Fee
Conejo Creek North Site Fee – Setup	\$450	1	\$450
Conejo Creek North Site Fee – Event	\$3,200	1	\$3,200
Conejo Creek South Site Fee – Parking	\$825	1	\$825
TOTAL FEES			\$4,475

Payment shall occur within ninety (90) days of the termination of said event.

9. The ROTARY shall provide the DISTRICT a full financial report within ninety (90) days of the termination of said event. The District may, at its discretion, inspect the budgets, financial transactions, books, records, and the like, of the ROTARY.

10. The ROTARY shall fully reimburse the DISTRICT for any labor and materials expended by the DISTRICT for any and all repairs that are caused by the event. Payment shall occur within ninety (90) days of the date of invoice from the DISTRICT.

11. The ROTARY shall fully reimburse the DISTRICT for parking management on the premises, including but not limited to barricades, signage, and security personnel. Payment shall occur within ninety (90) days of the date of invoice from the DISTRICT.

12. The parties may, upon mutual agreement, extend the term of this Agreement for an additional usage period in 2027, subject to all terms and conditions of this Agreement, except paragraph 8 above, which is subject to annual negotiations.
13. In the event of extraordinary conditions, the General Manager, or a duly authorized representative, may close the premises at any time when there is an apparent danger to the persons using the property, the property itself, or for any cause which could affect the safety and welfare of the public per Section 229 of the CRPD Ordinance Manual. Reasonably foreseeable extraordinary conditions include, but are not limited to, rainy or wet conditions which could result in extraordinary damage or wear and tear on the playing fields; lighting malfunction or loss of electricity necessary for proper night lighting; and use of Premises as a staging area necessary to support wildland fire fighting efforts.
14. The utilization by the ROTARY of the subject premises is subject to the annual permit and condition process of the DISTRICT, which requires review by the Board of Directors.
15. The ROTARY shall not transfer or assign this Agreement to any other party without first procuring the written consent of the DISTRICT. Nothing contained herein, however, shall prohibit the ROTARY from sublicensing concessions and activities during the Thousand Oaks Rotary Club Chili Cook-Off and Craft Brew Festival celebration to other persons, groups, and organizations, but the ROTARY shall not be released from any obligations or liability hereunder by any reason of any sublicenses or contracts.
16. Each party shall provide written notice to the other party of any updated information that affects this Agreement and any other notices required pursuant to this Agreement as follows:

ROTARY:

Thousand Oaks Rotary
P.O. Box 1225
Thousand Oaks, CA 91358

DISTRICT:

Conejo Recreation and Park District
403 W. Hillcrest Drive
Thousand Oaks, CA 91360

17. It is hereby warranted that the individual or individuals who execute this document on behalf of the parties is/are duly and legally authorized to do so, and this Agreement is a valid and binding obligation on both parties.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on this 6th day of November 2026.

CONEJO RECREATION & PARK DISTRICT

THOUSAND OAKS ROTARY CLUB

Jim Friedl, General Manager

Darrin Arrasmith, President

Exhibit A

CONEJO RECREATION AND PARK DISTRICT PERMIT CONDITIONS FOR THE THOUSAND OAKS ROTARY CLUB CHILI COOK-OFF AND CRAFT BREW FESTIVAL CELEBRATION 2026

The following conditions have been established to govern the use of Conejo Creek Park for the Thousand Oaks Rotary Club Chili Cook-Off and Craft Brew Festival Celebration.

Utilization and Site Layout

1. The proposed site layout shall be approved by the DISTRICT prior to set-up. The final site layout shall be subject to approval by the DISTRICT, and any proposed modifications shall be submitted to DISTRICT for consideration.
2. The class I bikeway and equestrian/pedestrian trail along the eastern edge of Conejo Creek South as well as the baseball field at Conejo Creek South shall remain open at all times; access to the field and at least 20 spaces dedicated to baseball field use in the adjacent parking lot are to be available at all times via a permit program during this use period.
3. Inspection of the electrical system shall be performed by the City of Thousand Oaks prior to the event.
4. ROTARY/DISTRICT shall develop standard emergency procedures with respect to power outages and/or utility interruptions.

Health, Security, and Safety

1. ROTARY and its agents and employees shall be solely responsible for reviewing and ensuring compliance with all applicable public health rules, regulations, orders, and/or guidance in effect at the time of the use of the subject premises, including, but not limited to, physical distancing, limits on the size of gatherings, use of appropriate sanitation practices, etc.

Updated information regarding such guidelines is readily available at the following websites:

[Ventura County Emergency Information](#)
[California Department of Public Health - COVID-19](#)
[Center for Disease Control and Prevention](#)

2. Adequate trash and recycling receptacles shall be provided by ROTARY. Accumulated litter and garbage shall be removed on an as-needed basis.
3. On the day of the event, all trash and litter shall be removed from the Premises and surrounding areas, including, but not limited to, Conejo Creek North, Conejo Creek South, and the School District property.
4. The entire turf area shall be hand raked and/or vacuumed to remove cigarette butts, broken glass, tab tops, etc., in order to accommodate subsequent use. The entire premises shall be free of any and all debris.
5. An adequate number of portable toilets in direct ratio to crowd size shall be provided and serviced daily to maintain a sanitary condition; portable toilets shall be placed in locations acceptable to the DISTRICT.
6. Procedures shall be instituted to ensure that no wastewater or other materials from trailers, campers, or motor homes are deposited on the site.

7. In addition to those traffic control measures required by the City of Thousand Oaks, ROTARY shall be responsible for controlling traffic during set-up and takedown periods.
8. Vehicles and equipment shall not be stored without the DISTRICT'S consent on the property prior to the event. All equipment shall be removed from DISTRICT property on the day of the event. Equipment left beyond the day of the event may be removed from the property by DISTRICT at ROTARY's expense.
9. Set-up or teardown of equipment or functions shall not be permitted between 10:00pm and sunrise, except under emergency conditions, so as to be consistent with the City's noise ordinance.
10. ROTARY and DISTRICT representatives shall meet on site two days following the event to ascertain any additional necessary cleanup and repair work to be performed.
11. Adequate security persons shall be on hand to ensure a safe and secure atmosphere.
12. It is understood between the parties that speed limits may be reduced on streets in the area and that on-street parking may be prohibited on the streets in the area during the event.
13. Crosswalks or other pedestrian safety measures will be provided as required by the City of Thousand Oaks or other government agencies.
14. Adequate lighting will be provided for nighttime activities.
15. Parking lot lighting shall not be altered without the express written consent of DISTRICT.
16. The dirt roadway and any parking on the dirt lot portion of the School District property and area utilized shall be treated with a dust retardant acceptable to the DISTRICT. Dust control measures will be instituted during the setup and cleanup operations in addition to those measures undertaken during the event. Exceptional attention will be paid to dust control on any dirt surface and on access and egress roads.
17. An ambulance shall be available on call at all times of operation.
18. Fire protection measures as requested by the Ventura County Fire Protection District shall be observed.
19. First Aid facility shall be located on site during all hours of operation.

Hours of Operation

Hours of operation will be the following:

Sunday, May 3, 2026 - 11:00am to 5:00pm

Permits

1. All appropriate permits, including use of the DISTRICT's portable stage, must be filed with the DISTRICT thirty (30) days prior to the event.
2. ROTARY shall institute permit procedures to control the temporary trailers and mobile homes on the site.
3. Alcoholic beverage control permits shall be submitted to the DISTRICT no later than one week prior to the event.
4. All appropriate copies of Certificates of Coinsurance, naming DISTRICT, CVUSD, and CITY, its officials, officers, and employees, as additionally insureds, shall be provided to the DISTRICT prior to issuance of any permits.

5. ROTARY will obtain a special event permit from the City, which includes, but is not limited to, a safety and security plan reviewed and approved by the Thousand Oaks Police Department, and is responsible for complying with all conditions.

Miscellaneous

1. Permits as required by all appropriate agencies and departments of the City of Thousand Oaks, DISTRICT, Conejo Valley Unified School District, and/or County of Ventura shall be obtained for the event. Copies of all required permits from other agencies shall be submitted to the DISTRICT for review thirty (30) days prior to the event.
2. It is understood between the parties that there may be noise from the use of loudspeaker systems, and the DISTRICT approves the use of loudspeaker systems during the event, however, ROTARY shall direct speakers away from homes along the easterly edge of the property and shall utilize the loudspeaker systems in such a manner as to reduce, to the extent possible, impact upon adjacent neighborhoods and subject to the conditions of the City of Thousand Oaks Special Events permit.
3. The noise level at the premises' property line shall not exceed 65db at any time. The DISTRICT, at its sole discretion, may monitor the noise levels and advise ROTARY of any violations of the noise level. Upon notification from the General Manager or his designee, ROTARY shall immediately make corrections to ensure the proper noise level is achieved; lack of immediate compliance by ROTARY may be considered a breach of this contract, and the General Manager or his designee may immediately revoke the permit and shut down the event.
4. ROTARY shall notify neighbors within a 500-foot radius of the site, through written correspondence, of stage and other events, at least 30 days prior to the commencement of ROTARY activities at Conejo Creek North. ROTARY shall draft the correspondence and submit it to DISTRICT for approval prior to distributing.
5. Prior to any work being accomplished at the Conejo Creek Park site by or for the event, a formalized meeting will be held at the site to review the facilities and parking management. All appropriate personnel representing ROTARY, and necessary staff from the DISTRICT should attend.

A schedule of site preparation activities will be provided to the DISTRICT at this meeting.

6. ROTARY shall fully reimburse the DISTRICT for parking management on the premises, including but not limited to barricades, signage, and security personnel. Payment shall occur within ninety (90) days of the date of invoice from the DISTRICT.
7. If site condition problems occur over and above those enumerated in this document and are not resolved, a meeting will be called between the appropriate parties. If a resolution cannot be reached within one week after the close of the event, the issues will be taken to the Conejo Recreation and Park District Board. At that time, the Board of Directors of the Conejo Recreation and Park District will determine the resolution and direct the remedy of same.
8. Failure to comply with the conditions as stated could result in revocation of the permit.

copy: ROTARY
City of Thousand Oaks – Community Development